



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

OFFICE ASSISTANT II (MILLER CENTER) PARKS AND RECREATION

POSTING DATE: February 5, 2015

RATE OF PAY: \$17.0777/hr

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: February 17, 2015

POSITION STATUS: Regular Part Time (20 hours/week)

CLASSIFICATION GRADE: 12

UNION: AFSCME

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for providing clerical, administrative and reception to the Miller Community & Recreation Center for the Parks and Recreation department and for maintaining daily programmatic and facility operations.

Essential Job Functions:

- Answer incoming phone lines, respond to phone inquiries.
- Respond to incoming email inquiries related to the Center.
- Greet public, provide information about the Center.
- Register public for programs, collect and input payments.
- Reserve facility spaces for public and user groups, collect and input payments.
- Prepare facility for daily reservations, to include setting up tables, chairs, AV system, bleachers, etc.
- Communicate and coordinate user needs with facility manager and custodian.
- Maintain and update bulletin boards and brochure racks.
- Sort and distribute incoming mail.
- Maintain monthly facility schedules.
- Maintain and stock office supplies.
- Ensure office equipment is in operating condition, coordinate repairs when needed.
- Monitor building repair and maintenance needs, communicate and coordinate with appropriate staff.
- Balance daily sales for programs, and facility reservations and prepare bank deposits.
- Act as liaison for program participants, program instructors and staff.
- Perform point-of-sale transactions using specialized software and credit card machine.
- Compile and maintain activity logs.
- Assist with preparation and execution of programs and special events.
- Format, type and proofread program flyers, brochures, mailings to program participants, correspondence, etc and copy and distribute as necessary.
- Clear walkways and entryway of snow.
- Maintain exterior and interior plantings.
- Program building thermostats, clocks and security control box for parking lot.
- Conduct monthly fire safety inspections.
- General administrative support for facility manager.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent and one year experience in an office setting required.
- Outstanding customer service and communications skills required.
- Knowledge of recreation facility operations preferred.
- Ability to communicate effectively both orally and in writing.
- Previous experience with point-of-sale and program registration programs preferred.
- Ability to adjust to flexible work assignments and hours.
- Ability to work nights and weekends on occasion as required.
- Ability to provide direction and/or work to volunteers and temporary employees.
- Ability to maintain positive work relationships in a busy office environment.
- Ability to operate personal computer, photocopier, calculator, multi-line telephone, fax machine, credit card machine and other office equipment required.
- Ability to maintain a valid driver's license required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.